

Travel Manager Tip: How to properly add Actual Lodging to a document:

Actual lodging is needed when a traveler's lodging costs exceeds the default pre diem amount allowed for a particular location. If a travelers is traveling to Orlando FL, the default per diem rate for this location is, \$95 for lodging and \$45 for M&IE. If the traveler's lodging is more than \$95, the preparer must adjust the lodging costs in Travel Manager, so that the traveler is fully reimbursed. This does not include lodging tax. Lodging tax should be entered as a separate expense in the expense window.

To adjust the traveler's lodging cost, go to the main **Lodging and M&IE page**.

- To adjust the lodging costs for a particular day, click on the **Pencil Icon**, next to the day that needs to be adjusted.
- The next window, the **Update Lodging and M&IE window**, is where the cost adjustment will be made. Type in the new lodging cost in the **Lodging Cost** field, on top of the screen.
- Next, place a check, in the **Lodging Box** under the Actual Block, in the middle of the page. When checked, the page will take a second to refresh, and you will notice the Limit field will populate with a number that represents the most the traveler can claim or request for that location. By placing a check in the Lodging Box, the user is telling Travel Manager to fully reimburse the traveler.
- If this Actual Lodging expense is needed to be applied to the entire trip or a range of dates on a trip, the preparer can enter an end date in the **Apply Through Date** field, the purple box, under the gray, For this Document you can box.
- Once entered, click the **Save Expense Changes** button, in the gray For this Document you can box.

The most common mistake when using actuals is not selecting the **Lodging Box** in the Update Lodging and M&IE window. If this box is not checked, the traveler will not get reimbursed the total amount due. On the main Lodging and M&IE page, the **Lodging Allowed** column, will show the amount the traveler is actually getting paid.

Reminder:

The Travel Manager support team will be conducting training for all users types at both GSFC and Wallops.

Wallops Training:

September 8, 2003 - Preparers Course, 9:00 AM - 12:00 PM (Bldg. E-104, Rm. 308)

This class is currently full.

September 8, 2003 - Reviewers Course, 1:30 PM - 3:30 PM (Bldg. E-104, Rm. 308)

There are still available spots for this session.

September 9, 2003 - Travelers Course, 9:00 AM - 10:00 AM (Bldg. F6, Rm. 213)

There are still available spots for this session.

GSFC Training:

September 15, 2003 - Preparers Course, 9:00 AM - 12:00 PM (Bldg 1, Rm. E-100D)

There are still available spots for this session.

September 15, 2003 - Preparers Course, 1:00 PM - 4:00 PM (Bldg 1, Rm. E-100D) This session is currently full

September 16, 2003 - Reviewers Course, 1:30 PM - 3:30 PM (Bldg 1, Rm. E-100B)

There are still available spots for this session.

September 18, 2003 - Travelers Course, 1:00 PM - 2:00 PM (Bldg 2, Rm. 8) There are still available spots for this session.

To register for any one of these sessions, go to the main Travel Manager web site at <http://travelmanager.gsfc.nasa.gov> and click on the Registration button on the left side of the page.

Thank You,

Travel Manager Support Team